

PY 2020-2021 Community Development Block Grant (CDBG)

Application Checklist

(Print out and Complete By-hand)

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact & Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Agency Website Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_ Attended the mandatory Technical Assistance (TA) Workshop on 2/7/2020 at 10:45AM  
@ Public Works Service Center, 3131 Morris Avenue, Knoxville, TN 37909

\_\_\_\_\_ Application submitted on time (no later than 1:00 PM on Friday, February 28, 2020)  
\_\_\_\_\_ - In a sealed envelope addressed to "Linda Rust"  
\_\_\_\_\_ - Completed in full with ALL questions answered, legible and **signed**  
\_\_\_\_\_ - One (1) original and five (5) copies with photo copies clearly marked "COPY"  
\_\_\_\_\_ - Supporting documentation attached

\_\_\_\_\_ **Required Exhibits** (one original and five (5) copies needed)

- \_\_\_\_\_ 1. Project Budget (Exhibit 1)
- \_\_\_\_\_ 2. Assurance of Compliance with Title VI and Civil Rights Act of 1964 (Exhibit 2)
- \_\_\_\_\_ 3. Project Timeline (Exhibit 3)
- \_\_\_\_\_ 4. Assurance of Audit Requirements (Exhibit 4)
- \_\_\_\_\_ 5. Assurance of Compliance with Conflict of Interest Policy (Exhibit 5)

\_\_\_\_\_ **Required Attachments** (just one original needed)

- \_\_\_\_\_ 1. Current agency budget
- \_\_\_\_\_ 2. Non-Profit Agencies
  - \_\_\_\_\_ a. 501(c)(3) tax exemption letter
  - \_\_\_\_\_ b. List of Board of Directors and their information (as outlined in application)
  - \_\_\_\_\_ c. List of staff (as outlined in application)
- \_\_\_\_\_ 3. Area benefit & projects (map with project benefit area clearly delineated)

\_\_\_\_\_ **Optional Attachments** (just one original needed)

- \_\_\_\_\_ 1. Agency brochures/fliers outlining available services
- \_\_\_\_\_ 2. Site map and/or photographs
- \_\_\_\_\_ 3. Letters of support
- \_\_\_\_\_ 4. Any other relevant documentation

Internal Use Only	Date/Time Stamp
Received by:	Delivered by: